



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062421R00011

ISSUANCE DATE: July 7, 2021

CLOSING DATE/TIME: July 29, 2021/17:00 GMT

SUBJECT: Solicitation for Resident Hire U.S. Personal Services Contractor as Project Manager, USAID/West Africa

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of any offer.

All offers must be submitted to the Point of Contact via email: accrapsc@usaid.gov

Only shortlisted offerors will be contacted.

Any questions must be directed in writing to Patience Charway at pcharway@usaid.gov or Yusif Ibrahim at yibrahim@usaid.gov with a copy to Keisha Effiom at keffiom@usaid.gov.

Sincerely,

Keisha Effiom
Contracting Officer
Regional Executive Office
USAID/West Africa

ATTACHMENT 1

SOL #72062421R00011

I. GENERAL INFORMATION

1. SOLICITATION NO.: **72062421R00011**
2. ISSUANCE DATE: **July 7, 2021**
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: **July 29, 2021, 17:00GMT**
4. POINT OF CONTACT: **USAID/West Africa, Accra**; e-mail at accrapsc@usaid.gov
5. POSITION TITLE: **Project Manager, USAID/West Africa**
6. MARKET VALUE: **\$50,748- \$65,976** equivalent to **GS-10**
Final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE: **Two (2) years**, estimated to start o/a 11/2021 with an option of three (3) one-year extensions for a maximum of five (5) years. Exercise of options will depend on continuing need of services, availability of funds, successful performance, and requisite approvals.

Based on Agency need, the Contracting Officer may exercise the additional **option periods** for up to three (3) years for the dates estimated as follows:

Base Period:	o/a 11/2021 to 11/2023
Option Period 1:	o/a 11/2023 to 11/2024
Option Period 2:	o/a 11/2024 to 11/2025
Option Period 3:	o/a 11/2025 to 11/2026
8. PLACE OF PERFORMANCE: **Accra, Ghana**
9. ELIGIBLE OFFERORS: **Open to U.S. Citizens (including lawful Permanent legal residents)**
10. SECURITY LEVEL REQUIRED: **Facility Access**

11. STATEMENT OF DUTIES

BACKGROUND

This position is located in the Regional Executive Office (REXO) of USAID/West Africa, and will be based in Accra. The REXO is currently responsible for providing administrative support services to the bilateral Mission, (USAID/Ghana) and the Regional Mission (USAID/West Africa). In addition, the REXO also supports staff and smaller missions in other bilateral and limited presence countries (Benin, Cote d'Ivoire, and Cameroon), as well as assists with ad hoc questions that arise relating to special projects and initiatives. In the aggregate, the REXO serves nearly two hundred and fifty (250) people. The primary services the REXO provides are: Human Resources, Travel, ICASS Support and Liaison, Administrative Operations, Information Technology, and Procurement.

BASIC FUNCTIONS OF POSITION:

As Project Manager for USAID/Ghana and West Africa Missions, the incumbent reports to the Deputy Executive Officer or designee and oversees the delivery of effective administrative and logistical support services for the two USAID Missions in Accra. In conjunction with the US Embassy General Services Office (GSO) and Facilities Maintenance (FM) sections, coordinates and/or performs the functions of the following sections on a daily basis: Office Building Maintenance (to include space allocation and furniture management), Liaison with ICASS/GSO on service requests, Monitoring and Control of ICASS Workload Counts, Non-Expendable Property Management, USAID Vehicle Management, and Reporting. The incumbent exercises good judgment (often during periods of stress and limited time frames), in making decisions and providing advice on specific USAID management and administrative policies. S/he uses sound judgment in advising on Mission management decisions through the formulation of expert opinions in collaboration with the Executive Officers. S/he will be responsible for writing scopes of work (SOW) for various procurement actions in relation to building or residential maintenance, space allocation in the USAID Annex building, new furnishings for office space, managing or initiating GLAAS or ILMS actions, sending requests via Myservices, coordinating with Overseas Management Division (OMD) and/or Overseas Building Operations (OBO) as needed, and responsible for ILMS- USAID vehicle management reports. The incumbent maintains contacts at all levels within USAID and the Embassy, and with vendors and service providers.

RESPONSIBILITIES AND DUTIES:

a) PROPERTY MANAGEMENT 50%

With close coordination with the US Embassy, Accra GSO, the incumbent is responsible for the property management function for non-expendable and expendable property, including office equipment and furniture inventories, as well as the Mission Director's residences. S/he ensures that all official and personal non-expendable or expendable property procured by the Missions is properly received by the ICASS warehouse or USAID staff and required receiving reports (ICASS

or USAID) are accurately completed. In addition, s/he is responsible for ensuring that all required actions are completed for the proper establishment and maintenance of inventory records. S/he is responsible for initiating GLAAS or ILMS actions as needed for procurement actions and sending requests via Myservices. S/he is responsible for coordinating with OMD, OBO, and selected vendors to implement the purchase of, delivery of, and installation of new furnishings for the USAID Annex building. S/he will work with REXO and OMD staff to develop a Scope of Work and Request For Proposals for this procurement action. In conjunction with the US Embassy, Accra GSO, s/he coordinates and plans for disposition of excess or expired property through auctioning. S/he is responsible for ensuring that adjustment of property records complies with Agency regulations, and the accountability for all disposal sales from item selection, as well as confirming receipt of copies of completed disposal authorization forms for USAID records and future use. S/he also conducts spot checks on agency-owned but Embassy maintained property records throughout the year to determine their accuracy and to ensure that all items are accounted for and that actual counts match records. S/he ensures Mission compliance with Occupational Safety and Health Standards. The incumbent will also actively participate in the oversight and daily administration of the USAID storage facility.

b) MAINTENANCE 15%

Responsible for the coordination with the US Embassy, Accra GSO and FM Sections for office building maintenance and ICASS-pooled residential maintenance, including make ready and routine preventive maintenance. Incumbent conducts periodic inspections of the USAID office building to ensure that proper procedures for security, fire prevention, safety, and cleanliness are in place and are in compliance with Agency regulations. Acts as the focal point on all requests for additional or reconfiguration of office space as needs dictate; Provides management with various options to best meet requirements with available space; and review plans for office moves with the S/EXO and concerned clients to ensure manpower and materials are available at the time moves are scheduled. The incumbent is the alternate COR for the photocopier maintenance services.

c) DISPATCHER 10%

Coordination with the US Embassy Accra Motor Pool personnel to ensure proper maintenance of USAID unconsolidated vehicles; Vehicle Maintenance and Records Management; Monitoring Custodial Staff in their performance in the USAID building; Occupational Safety and Space Management. Ensuring that mileage, fuel and repair costs for USAID unconsolidated vehicles are properly accounted for and registered in the Vehicle Management Information System. Ensures that Vehicle Maintenance and Records are current and that all required reports are completed and submitted to Washington M/OMD office in a timely manner or as may be requested from time to time. In conjunction with the US Embassy, Accra, investigates all incidents involving Mission vehicles, and recommends corrective or disciplinary action as appropriate to the Supervisory Executive Officer (S/EXO).

d) HOUSING 10%

Being focal point for housing repairs, follows up and reports has complete responsibility for direct coordination with the US Embassy, Accra GSO and FM offices for the management of all issues related to the consolidated housing pool for USAID personnel in Accra. S/he is responsible for inspecting USAID assigned houses by the Embassy before USAID staff arrives. Develops and

maintain close working relationships with GSO and FM housing management staff. Ensuring that make readies are done well and on time. S/he is the focal point for TDY housing requests.

e) POLICY MATTERS 15%

The incumbent coordinates policy matters but final decisions on policies to be implemented rest with the S/EXO. Duties include but not limited to: Conducts management analyses and studies as required to effect improvements in management operations; makes best-practices recommendations to management and applies internal Mission Management Systems and Policies (particularly with regard to space allocation and management as well as procurement and installation of furnishings); analyzes requirements and makes administrative and technical recommendations to management; continuously evaluates organization and the provision of services to ensure the best utilization of material; develops and implements appropriate internal Mission management systems and policies; facilitates Mission Orders, Management Notices and correspondence from the EXO office dealing with facilities policies; assists the EXO in the development and interpretation of administrative management policies, which must be adapted as appropriate to local customs, and yet be in accordance with Agency and US Government regulation and directives.

II. MINIMUM QUALIFICATIONS

To be considered for this position, applicants must meet the minimum required qualifications outlined below. For those who do, further consideration and selection will be based on panel assessment of the Evaluation Criteria, also listed below.

- a. **Education:** Completion of a four-year degree in social sciences or management is required.
- b. **Prior Work Experience:** Four years of progressively responsible experience in the maintenance area of a facility, ideally including supervisory and maintenance inspection, or planning and estimating experience is required.
- c. **Language Proficiency:** Level IV (Fluency) English is required.

III. EVALUATION CRITERIA

Applicants meeting the minimum qualifications are required to address each of the Evaluation Criteria (below) on a separate sheet, describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria (Education; Work Experience; Knowledge; Skills and Abilities; and Communication Proficiency), and any related considerations. This should not exceed two pages. Be sure to include your name and the solicitation number at the top of each additional page.

- a. **Job Knowledge:** Must demonstrate good working knowledge of building and grounds maintenance operations is required. Must demonstrate good knowledge of maintenance trade operating practices and procedures. Must demonstrate sound knowledge of US Government and a working knowledge of Government of Ghana laws, regulations and policies. Good leadership, communication, and supervisory management skills, initiative, discretion, and organization skills, interpretation of guidelines and analytical skills are necessary to accomplish different work situations in a timely manner, ability to work under pressure and multitasking flexibility. Strong computer, communication and information management skills is required.
- b. **Abilities and Skills:** Must be able to work under pressure managing a variety of administrative issues. Must have good computer skills. Must have outstanding interpersonal skills to interact with all persons within and outside the mission. Must be able to deal internally and externally with officials at various levels.

Other Significant Factors

- a. Supervision Received: Immediate Supervisor is the Deputy Executive Officer or designee who outlines duties and responsibilities in terms of Mission policy and objectives. Work is reviewed primarily in terms of accomplishments and adherence to USAID and Mission Policy.
- b. Supervision Exercised: Provides second-level supervision over one FSN employee in the Executive Office. Provides guidance to supervised staff and assists them in resolving problems and achieving their established objectives.
- c. Authority to Make Commitments/Obligations: The incumbent is not authorized to make financial commitments on behalf of the USG. However, because of the incumbent's expertise and professional qualification in his/her field, his/her conclusions and recommendations will be taken into account by USAID Direct Hire colleagues who have such decision-making authority regarding funding commitments and obligations.
- d. Guidelines: Guidelines include Automated Directive System (ADS), Foreign Affairs Manuals/Handbooks (FAM/FAH), U.S Department of State Standardized Regulations, Mission Orders and other USAID regulations.
- e. Exercise of Judgment: Sound judgment is a prime requisite for this position. Incumbent must be innovative and resourceful in order to accomplish specific Executive Office objectives and those of the broader mission and achieve results while maintaining compliance with USAID regulations and statutory provisions. Must exercise a high level of independent judgment based on knowledge and experience within available guidelines in planning, training, and managing projects. When exercising delegated authority, will need to weigh the needs of the office or requestor and make appropriate decisions. S/he must be capable of guiding, assisting, and advising EXO division supervisors as well as Office Directors and Activity Managers in matters relating to Agency Policies, Regulations, and Mission processes and procedures.
- f. Level and Purpose of Contacts: The incumbent must be able to communicate with all levels of Mission personnel (local and overseas). Personal contacts include USG officials at the US

Embassy in Ghana, and USAID/Washington Africa Bureau (AFR). Contacts are maintained with USAID and other USG agency officials, private sector personnel, and USAID Washington support offices.

g. Physical Demands/Work Environment: This is a low-to-moderate physically demanding position. The incumbent will be physically located at the US Embassy USAID Building in Accra. Secondary locations will include travel to the Mission's sub-office in Tamale on an as-needed basis.

IV. SUBMITTING AN OFFER

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. A Cover Letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the position.
5. A current CV/resume. The CV/resume must contain sufficient relevant information to evaluate the Offers in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.
6. Applicants also must address the above **Section III: Evaluation and Selection Factors**, in a Summary Statement to be included in the Offers. This Summary Statement, limited to two (2) pages, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The Summary Statement must include the name of the applicant and the announcement number at the top of each page.
7. Applicants must provide a minimum of three (3) and a maximum of five (5) references within the last five years from the applicant's professional life, namely individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
8. Copies of diplomas, certificates or relevant degrees may be included to corroborate the CV/resume.

9. Applicants must provide their full mailing address with telephone, facsimile numbers (if available) and email address and should retain for their records copies of all enclosures that accompany their submission.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

Forms outlined below can found at: <http://www.usaid.gov/forms/>

1. Offeror Information for Personal Services Contracts with Individuals (AID 309-2);
2. Contractor Physical Examination (AID Form 1420-62); *
3. Questionnaire for Sensitive Positions (for National Security) (SF-86); * or
4. Questionnaire for Non-Sensitive Positions (SF-85); *
5. Finger Print Card (FD-258). *

* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

VI. BENEFITS

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits:

1. BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

*Note: A US citizen's salary will be subject to employee's FICA and Medicare contribution.

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES

USAID regulations and policies governing USPSC awards are available at these sources:

- a. **USAID Acquisition Regulation (AIDAR), Appendix D, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including contract clause "General**

Provisions,” available at
https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.

- b. **Contract Cover Page form AID 309-1** available at
<https://www.usaid.gov/forms>. Pricing by line item is to be
determined upon contract award as described below:

ITEM NO	SUPPLIES/SERVICES (DESCRIPTION)	QTY	UNIT	UNIT PRICE	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	2	LOT	\$ TBD	\$TBD at Award after negotiations
1001	Option 1 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations
2001	Option 2 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations
3001	Option 3 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations

- c. Acquisition and Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at
<http://www.usaid.gov/work-usaid/aapds-cibs>.
- d. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See
<https://www.oge.gov/web/oge/nsf/OGE%20Regulations> .

[END OF SOLICITATION]